



## Supplemental Procedure – In-scope Contractors for Transitioned Agencies

**PURPOSE:** To outline the procedure to transition in-scope contract employees to VITA.

**SCOPE:** Agencies that have or will transition to VITA. In-scope contractors are those hired to perform services that are deemed in-scope by VITA, including help desk, technical support, etc. but excluding application programmers for agency systems.

**PROCEDURE:** In many cases, agencies that transition to VITA already have in-scope contractors that were acquired through one of the Staff Augmentation contracts or the Advance IT Services contracts or an agency specific contract.

- If the Purchase Order (PO) or work order for that contractor extends more than 60 calendar days beyond the agency's transition date these contractors must be converted to a PO with VITA as the "bill to" party for these services. To accomplish this, the agency must cancel the existing PO (or an eVA change order) or work order and prepare a requisition in eVA with the "bill to" as VITA. Refer to VITA's Procedures for the procurement of IT goods and services by agencies transitioned to VITA at the VITA SCM web site for more details.

<http://www.vita.virginia.gov/procurement/procurement.cfm>

- The new PO should have a start date that coincides with the cancellation (change order) date of the original PO. Once the new order is issued, VITA will begin receiving the invoices and will pay based on the agency receiving the services against the order in eVA.
- The agency must continue to pay invoices associated with the original PO until it is cancelled.
- If the PO expires in 60 days or less after transition, the agency should continue to pay invoices against that PO until it expires.